

City of Fort Worth, Texas

Job Description

Classification Title	Assistant Field Operations Supervisor		
Job Code:	PR1101	Job Family:	Professional
Pay Grade	608	Date Created:	06/25/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in supervising, planning, and coordinating the various field construction, maintenance, repair or operational activities within an assigned field operations division; conducts the more complex and technical activities and duties of the assigned field operations; provides staff assistance to assigned supervisory staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Creates, assigns and follows up on work orders; ensures compliance of business section's goals; assists in inspecting maintenance, construction, repair and operational activities; and operates equipment and machinery, as needed.
3. Participates in supervising scheduled preventative maintenance programs for equipment and facilities in assigned division; and maintains records of time, material, and equipment used for projects or services.
4. Coordinates field operations activities with those of other divisions and outside agencies and organizations; provides staff assistance to supervisory and management staff; and prepares and presents staff reports and other necessary correspondence.
5. Assists in performing mechanical and electrical maintenance on facilities and equipment; assists in inventorying supplies, equipment and chemicals utilized; monitors use of appropriate supplies, tools, and equipment; and assists in purchasing.
6. Responds to and resolves public inquiries and complaints; confers with customers regarding problems; provides assistance; and responds to emergencies, as needed.
7. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes

recommendations for changes and improvements to existing standards and procedures.

8. Assists in establishing schedules and methods for providing construction, maintenance, and repair services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
9. Performs specific duties related to parks and community services including skilled maintenance and horticulture tasks related to Botanic Gardens, golf courses, parks, athletic fields, and/or related facilities; applies fertilizers and pesticides, as needed; and maintains records of pesticide and fertilizer applications.
10. Assists in preparation of special events associated with parks and community facilities as necessary; and prepares golf courses or athletic fields for competition and event use.
11. Performs the more skilled park maintenance tasks utilizing specialized machines and tools; sets irrigation timers; and repairs and maintains sprinkler heads as needed.
12. Assists in receiving and investigating complaints regarding streets, alleys, and parkways, as assigned.
13. Monitors drainage flow; and assists in preventing residential flooding, as assigned.
14. Participates in establishing transportation priorities based on urgency and street policy, as assigned.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Materials, methods and techniques commonly used in various field construction, maintenance, repair or operational activities which may include parks and community service, transportation/public works or other related services.
- Operational characteristics, services, and activities of field construction, maintenance, and repair.
- Proper pesticide and fertilizer applications and hazards, if applicable.
- Additional specific duties related to transportation/public works or other assigned division.
- Interpret and explain applicable policies and procedures.
- Blueprints and drawings related to parks and community services, transportation/public works or other assigned division.
- Supervising, training, and evaluating technical staff.
- Occupational hazards and standard safety precautions.
- Principles of training and monitoring lower level staff.
- Pertinent Federal, State and local laws, codes and regulations.

- Rules of golf (Golf Operations only).
- **Skill in:**
 - Organization and time management.
 - Prioritization.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Operate and maintain field operations construction, maintenance, and repair machinery and equipment related to assigned parks and community services, transportation/public works, or other assigned division.
 - Interpret blueprints, schematics, drawings, and maps pertinent to assigned division.
 - Perform additional specific duties related to parks and community services.
 - Respond to inquiries and complaints from the public in a tactful manner.
 - Coordinate the work of staff involved in field operations activities.
 - Participate in selecting, supervising, training and evaluating subordinate personnel.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

HS Diploma/GED and three years of responsible experience in field construction, maintenance, repair, or operational activities related to assigned department or division.

OTHER REQUIREMENTS

Valid Texas Commercial Driver's License.

The appropriate Texas Commission on Environmental Quality (TCEQ) license will be required per the various sections in the Water Department, as stated below:

- When assigned to Water Department / Field Operations Division, Water Distribution Maintenance; a minimum TCEQ Class C Distribution Operator license will be required at hire.

- When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance; a minimum TCEQ Type II Wastewater Collection System Operator license will be required at hire.
- When assigned to Water Department/ Field Operations Division, Night Section; either a TCEQ Class C Water Distribution Operator license will be required at hire, and the ability to obtain a Type I Wastewater within one year, or a TCEQ Class D Water Distribution Operator license and a Type II Wastewater Collection System Operator license will be required at hire. A Class C and Type II dual certification will be required within three years of hire.
- When assigned to Parks and Community Services, possession of, or ability to obtain, a valid Texas Department of Agriculture Pesticide Applicators License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.